



King County

**WATER QUALITY PLANNER III
DEPARTMENT OF NATURAL RESOURCES & PARKS
WASTEWATER TREATMENT DIVISION
Annual Salary Range: \$53,203-\$75,044
Job Announcement: 05SN5608
Open: 11/9/05 Close: 11/30/05**

WHO MAY APPLY: This position is open to the general public. Wastewater Treatment Division (WTD) career service employees who are members of the Technical Employees Association (TEA) and term-limited temporary employees, represented by TEA, who have served at least one year in WTD (Article 18 B. TEA Contract) will be given first consideration.

WHERE TO APPLY: Send forms and materials to Wastewater Treatment Division-Human Resources, King Street Center, KSC-NR-0511, 201 South Jackson St. Seattle, WA 98104-3855 by 4:30 p.m. on the closing date. Postmarks are NOT ACCEPTED. Contact Mark Buscher at 206-684-1242 for inquiries about this job announcement

FORMS AND MATERIALS REQUIRED: King County application form, resume, letter of interest describing your background and how you meet or exceed the qualifications and requirements found below. Application forms may be downloaded from <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>

WORK LOCATION: King Street Center 201 S. Jackson Street, Seattle, WA.

WORK ENVIRONMENT/HOURS: Work is generally performed in an office setting. Attendance at meetings and performance of other activities may be required outside regular working hours.

POSITION DESCRIPTION:

Provide senior level planning and policy development expertise for on-going sewer system comprehensive planning and the adopted Regional Wastewater Services Plan (RWSP). This position will be responsible for planning, organizing, coordinating and documenting adjustments to the comprehensive plan and the RWSP over time, will write RWSP 3-Yr Updates of the program as required in Ordinance 13680, and represent WTD interests to other agencies and the public. The position will conduct research and analyses, and develop draft policy proposals for WTD/DNRP and King County Council and Executive consideration.

PRIMARY JOB FUNCTIONS:

1. Act as the lead for RWSP 3 year update reports and related policy development. This may involve making decisions where established guidelines or procedures may not exist and must be developed; and can also include proposing policy changes for the existing RWSP ordinance. This position will be responsible for overseeing and coordinating the development of strategies, goals or objectives and policy statements as they relate to the update.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

2. Identify project team members for wastewater comprehensive plan revisions; provide work assignments and direction to team. Make day-to-day decisions regarding tasks, assignments and conflicts. Advise the work group lead and/or supervisor of budgetary and project element issues. Provide direction to the team in the development of proposals; review work for consistency and accuracy. Participate on other teams as a planning representative, offering expertise and needed information on a variety of wastewater planning issues. Advise the project/program lead or section supervisor of element, deadline or technical issue conflicts.
3. Analyze and evaluate various proposals and concepts for feasibility and impact related to division operations. Develop and evaluate alternative approaches when necessary. Act as technical liaison on the development and implementation of innovative concepts or products; conduct research studies to evaluate concepts and make recommendations to resolve.
4. Represent WTD on various intergovernmental planning groups. Review policies for impact on plans, projects and programs. Participate on resource teams on various internal and external projects and programs. Draft inter-local and memoranda of agreement, etc.
5. Develop strategies to stimulate public acceptance of changes. Provide information, solicit input and present WTD's point of view and gain acceptance of program and project objectives. Analyze responses and determine appropriate actions to be taken and/or develop compromise proposals. Respond to citizens' comments and inquiries. Respond orally and in writing to requests for information by elected/appointed officials and other governmental planning and regulatory agencies and the general public.
6. Prepare scopes of work and budget estimates for comprehensive program consultant proposal requests. Conduct or assist in consultant selection processes. Provide guidance to and monitor the work of consultants. Monitor and/or direct the work of consultants for assigned programs and/or projects. Make final recommendations to project lead or the section supervisor on budgetary, staffing needs and other project needs.
7. Be the principal author of planning documents including but not limited to recommended policies with supporting documentation, technical memos, and draft motions and ordinances for Council review and consideration.
8. Perform other related tasks as assigned

QUALIFICATIONS:

- A bachelor's degree in a planning discipline or closely related field or the equivalent combination of education and experience is required.
- Five years of increasingly responsible relevant planning, technical expertise, environmental sciences or related experience that includes one year advising, leading or supervising technical teams is required. Related experience should include positions requiring the evaluation and determination of the feasibility of technical concepts; environmental or water quality planning, policy analysis, research, or other closely related field is required.
- Thorough and demonstrable knowledge of various project management and planning techniques, principles and practices.
- Demonstrated ability to convince others to initiate/take action.
- Excellent oral and written communication and conflict resolution skills.
- Ability to work on multiple projects simultaneously, and meet established project deadlines for each.

- Strong analytical skill and experience in conducting various types of technical and policy analyses (e.g. benefit/cost, risk assessment, statistical analyses, etc.) is required to evaluate technical concepts and to make recommendations and/or decisions with minimal guidance on issues that may not have established or clearly defined guidelines, policies or directives.
- Ability to think conceptually, observe and evaluate trends and to analyze and draw logical conclusions.

NECESSARY SPECIAL REQUIREMENTS:

- Experience in developing public works analytical and planning documents.
- Experience with managing consultant contract scopes of work and budgets.
- Experience with making presentations to a variety of audiences, including elected bodies.
- Knowledge of local government processes, public utility issues and communications methods.
- Knowledge of wastewater systems and operations.
- Demonstrated experience in developing working relationships with business community leaders, general public, and team members. Establish and maintain effective working relationships with a diverse group of individuals including elected officials.
- Ability to attend public meetings outside of normal work hours.
- A valid Washington State Driver's License.

HIGHLY DESIRABLE:

- A master's degree in a planning discipline or closely related field is highly desirable.

UNION MEMBERSHIP: The Technical Employees Association represents positions in this classification.

CLASS CODE: 344101